

**Enrolled Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, April 01, 2019**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, April 01, 2019** at 6:35 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Steve Wagner, and Mark Herak were present. Councilor Konnie Kuiper was absent. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Officials Present: John M. Bach, Public Works Director; Mark Knesek, Operations Director; and Kathy DeGuilio-Fox, Redevelopment Director; were present.

Additional Officials Present: Ed Dabrowski, IT Consultant (Contract); and Larry Kondrat, Board of Waterworks Directors were present.

General Substance of Matters Discussed.

1. **Discuss the recent successful community crossings grant award, its financial match, and the larger roadway assessment provided by the Public Works Director".** The Public Works Director, the Operations Director the Town Council and the Town Clerk-Treasurer discussed the report listing the 10 roadway projects to be financed with a Community Crossings Grant from the State of Indiana in the amount of \$899,478. The group discussed the sources, ways and means of financing the local match in the same amount. The chart outlining the projects and the local funding sources follows:

Community Crossing Projects				Total Estimate	Grant Funds	Local Funds
1	Highway Avenue	Ridge Road	Delaware Street	\$ 400,870.00	\$ 200,435.00	\$ 200,435.00
2	Jewett Avenue	Kennedy Avenue	5th Street	\$ 74,468.00	\$ 37,234.00	\$ 37,234.00
3	4th Street	Jewett Avenue	Highway Avenue	\$ 8,792.00	\$ 4,396.00	\$ 4,396.00
4	45th Street	50' West of 5th Place	150' West of Forrest Drive	\$ 62,800.00	\$ 31,400.00	\$ 31,400.00
5	LaPorte Street	Kennedy Avenue	Grace Street	\$ 529,200.00	\$ 264,600.00	\$ 264,600.00
6	Cline Avenue	400' South of Ridge Road	45th Street	\$ 278,516.00	\$ 139,258.00	\$ 139,258.00
7	Highway Avenue	Liabe Road	Cline Avenue	\$ 166,006.00	\$ 83,003.00	\$ 83,003.00
8	81st Street	Indianapolis Boulevard	Sycamore Avenue	\$ 50,464.00	\$ 25,232.00	\$ 25,232.00
9	Ramblewood Drive	100' West of Prairie Avenue	Indianapolis Boulevard	\$ 105,500.00	\$ 52,750.00	\$ 52,750.00
10	Spring Street	45th Avenue	Martha Street	\$ 122,340.00	\$ 61,170.00	\$ 61,170.00
				\$ 1,798,956.00	\$ 899,478.00	\$ 899,478.00

Fund Source	Appropriation
Community Crossings	\$ 245,686.00
Local Roads and Street	\$ 275,000.00
Motor Vehicle Highway	\$ 250,000.00
CCI	\$ 100,000.00
Gaming	\$ 200,000.00
CEDIT	\$ 250,000.00
Total	\$ 1,320,686.00

CCMG - Max Need	\$ 653,792.00
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Available Funds	\$ 666,894.00
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The Public Works Director and the Operations Director also presented a list of roads, evaluated using the *Pavement Surface Evaluation and Rating System (PASER)*, which applies the following metrics as part of the assessments:

Quality	Rating	Treatment (Asphalt)	Treatment (PCC)
Excellent	9-10	No maintenance required	No maintenance required
Good	7-8	Crack sealing and minor patching	Routine maintenance
Fair	5-6	Preservation treatments (non-structural)	Surface repairs, partial-depth patching
Poor	3-4	Structural renewal (overlay)	Extensive slab or joint rehabilitation
Failed	1-2	Reconstruction	

The list with estimated costs of treatment, were rated 3 and 4. The following represented the report for the roads rated three.

Local Paving Project						
Rating	District	Street	From	To	Est Cost	Total
3	Downtown	1st Street	Garfield Avenue	Condit Street	\$ 10,890.00	\$ 10,890.00
3	Downtown	1st Street	Condit Street	Highway Avenue	\$ 12,375.00	\$ 23,265.00
3	Downtown	Condit Street	1st Street	2nd Street	\$ 17,820.00	\$ 41,085.00
3	Ellersdale	Erie Street	41st Street	42nd Street	\$ 21,780.00	\$ 62,865.00
3	Ellersdale	Farmer Drive	Forrest Avenue	45th Avenue	\$ 62,535.00	\$ 125,400.00
3	Highway/Ridge	Clough Street	Kleinman Road	Cline Avenue	\$ 42,570.00	\$ 167,970.00
3	Highway/Ridge	Jewett Street	Orchard Drive	Kleinman Road	\$ 22,110.00	\$ 190,080.00
3	Hook Subdivision	Lincoln Street	Kennedy Avenue	Erie Street	\$ 10,890.00	\$ 200,970.00
3	Hook Subdivision	Parkway Drive	Kennedy Avenue	Hook Street	\$ 38,115.00	\$ 239,085.00
3	Hook Subdivision	Parkway Drive	Erie Street	Dead End - East	\$ 27,225.00	\$ 266,310.00
3	Kennedy Avenue NW	Richard Street	North Drive	81st Street	\$ 23,925.00	\$ 290,235.00
3	Kennedy Avenue NW	Ross Street	Kennedy Avenue	Gordon Drive	\$ 20,790.00	\$ 311,025.00
3	Kennedy Avenue NW	Strong Street	Kennedy Avenue	Gordon Drive	\$ 29,935.00	\$ 340,960.00
3	Lakeside	Delaware Parkway	45th Street	97th Place	\$ 16,170.00	\$ 357,130.00
3	LaPorte/Highway	5th Street	LaPorte Street	Highway Avenue	\$ 38,775.00	\$ 395,905.00
3	LaPorte/Highway	Garfield Avenue	Kennedy Avenue	Dead End - West	\$ 25,080.00	\$ 420,985.00
3	LaPorte/Highway	Orchard Drive	Ridge Road	Highway Avenue	\$ 38,280.00	\$ 459,265.00
3	Meadows	Southmoor Avenue	Hart Road	Azalea Drive	\$ 27,720.00	\$ 486,985.00
3	Meadows	Waymond Avenue	45th Street	Dead End - North	\$ 11,220.00	\$ 498,205.00
3	North End	4th Place East	4th Place West	Duluth Street	\$ 19,800.00	\$ 518,005.00
3	North End	4th Place West	4th Place East	Duluth Street	\$ 19,800.00	\$ 537,805.00
3	North End	5th Street	Glenwood Avenue	Duluth Street	\$ 22,110.00	\$ 559,915.00
3	North End	Glenwood Avenue	Parrish Avenue	Grace Street	\$ 40,920.00	\$ 600,835.00
3	North End	Norman Street	Kennedy Avenue	5th Street	\$ 43,890.00	\$ 644,725.00
3	North End	North Drive	Gordon Place	Richard Street	\$ 20,130.00	\$ 664,855.00
3	Pettit Park	Cottage Grove Avenue	Lincoln Street	Wirth Road	\$ 43,725.00	\$ 708,580.00
3	Sandalwood	Orchard Drive	Highway Avenue	Franklin Street	\$ 33,660.00	\$ 742,240.00
3	Southridge	Highland Place	Martha Street	41st Street	\$ 31,680.00	\$ 773,920.00
3	Southridge	O'Day Drive	41st Street	42nd Place	\$ 45,870.00	\$ 819,790.00
3	White Oak	Prairie Avenue	Ramblewood Drive	Main Street	\$ 38,275.00	\$ 858,565.00
				Total 3 Rating	\$ 858,565.00	

The Town Council, the Clerk-Treasurer and the Public Works Director discussed the complications of using debt financing by a property tax repaid bond issue due the effects of the circuit breaker. The conversation included a consideration that RFPs were

under review regarding engaging someone to assist with preparation of a Strategic Capital Plan.

The Group discussed the possibility of financing by a revenue bond, supported by a portion of the annual revenue stream from Local Road and Street Fund and the Motor Vehicle Highway Fund.

The discussion included considering whether a single bond issue of just under \$4 million could be considered to do both the list of rated 3s and rated 4s. This was abandoned after consideration.

It was suggested that there was identified cash on hand from the several sources for the match with Community Crossings, in the amount of \$666,894, which would only require identifying a source in the amount of \$191,671 which would fund the gap to cover the estimated costs for repairing the Rated 3 roads.

The Town Council asked that the Public Works Director work on the rated 4 lists and perhaps lower the target number. He was encouraged to work with the Clerk-Treasurer to develop an acceptable financing approach that will be the least likely to aggravate the property tax cap challenges to Highland. The road list for rated 4 roads follows:

4	Brantwood	Parkway Drive	Ridgewood Avenue	Lincoln Street	\$ 44,220.00	\$ 44,220.00
4	Brantwood	Prairie Avenue	Ridgewood Avenue	Kenilworth Avenue	\$ 21,450.00	\$ 65,670.00
4	Downtown	2nd Street	Condit Street	Highway Avenue	\$ 13,530.00	\$ 79,200.00
4	Downtown	5th Street	Highway Avenue	Ridge Road	\$ 14,190.00	\$ 93,390.00
4	Ellendale	43rd Street	Kennedy Avenue	5th Street	\$ 43,725.00	\$ 137,115.00
4	Ellendale	43rd Street	Forrest Drive	Ellen Drive	\$ 18,645.00	\$ 155,760.00
4	Ellendale	44th Street	5th Street	Delaware Place	\$ 27,225.00	\$ 182,985.00
4	Ellendale	5th Place	44th Street	45th Street	\$ 16,500.00	\$ 199,485.00
4	Ellendale	Erie Street	42nd Street	43rd Street	\$ 21,780.00	\$ 221,265.00
4	Ellendale	Erie Street	43rd Street	45th Street	\$ 43,560.00	\$ 264,825.00
4	Ellendale	Farmer Drive	41st Street	43rd Street	\$ 43,725.00	\$ 308,550.00
4	Ellendale	Farmer Drive	43rd Street	Forrest Drive	\$ 54,450.00	\$ 363,000.00
4	Highland Terrace Estates	Terrace Drive	Southmoor Avenue	Branton Avenue	\$ 25,905.00	\$ 388,905.00
4	Highland Terrace Estates	Wildwood Court	45th Street	Deadend - South	\$ 37,290.00	\$ 426,195.00
4	Highway/Ridge	Kleinman Road	Highway Avenue	Ridge Road	\$ 41,580.00	\$ 467,775.00
4	Hook Subdivision	38th Street	Hook Street	Kennedy Avenue	\$ 37,950.00	\$ 505,725.00
4	Hook Subdivision	39th Place	Hook Street	Kennedy Avenue	\$ 42,900.00	\$ 548,625.00
4	Hook Subdivision	Erie Street	Lincoln Street	Parkway Avenue	\$ 35,475.00	\$ 584,100.00
4	Hook Subdivision	Lincoln Street	Erie Street	Deadend - East	\$ 5,940.00	\$ 590,040.00
4	Kennedy Avenue NW	Eder Street	Gordon Drive	Kennedy Avenue	\$ 30,195.00	\$ 620,235.00
4	Kennedy Avenue NW	Gordon Place	North Drive	81st Street	\$ 25,905.00	\$ 646,140.00
4	Kennedy Avenue NW	Grand Boulevard	Sycamore Avenue	Gordon Drive	\$ 22,770.00	\$ 668,910.00
4	Kennedy/Indianapolis	Hook Street	Martha Street	41st Street	\$ 43,395.00	\$ 712,305.00
4	Kennedy/Indianapolis	Industrial Drive	Indianapolis Boulevard	Spring Street	\$ 30,195.00	\$ 742,500.00
4	Kennedy/Indianapolis	Martha Street	Indianapolis Boulevard	Spring Street	\$ 20,660.00	\$ 762,960.00
4	Kennedy/Indianapolis	Martha Street	Spring Street	Deadend - East	\$ 17,375.00	\$ 780,335.00
4	Kennedy/Indianapolis	Martha Street	Hook Street	Kennedy Avenue	\$ 42,075.00	\$ 822,410.00
4	Kennedy/South	Georgetown Court	Kennedy Avenue	Deadend - West	\$ 24,915.00	\$ 847,325.00
4	Lakeside	101st Street	4th Place	5th Street	\$ 11,880.00	\$ 859,205.00
4	Lakeside	4th Place	100th Street	101st Place	\$ 38,610.00	\$ 897,815.00
4	Lakeside	4th Street	100th Street	101st Place	\$ 38,280.00	\$ 936,095.00
4	Lakeside	5th Street	45th Street	100th Street	\$ 64,020.00	\$ 1,000,115.00
4	Lakeside	97th Place	5th Street	Delaware Place	\$ 38,280.00	\$ 1,038,395.00
4	Lakeside	98th Place West	5th Street	Deadend - East	\$ 14,190.00	\$ 1,052,585.00
4	Lakeside	98th Street West	5th Street	Deadend - East	\$ 14,190.00	\$ 1,066,775.00
4	Lakeside	99th Place East	Delaware Place	Deadend - West	\$ 14,190.00	\$ 1,080,965.00
4	Lakeside	99th Place West	5th Street	Deadend - East	\$ 14,190.00	\$ 1,095,155.00
4	Lakeside	Delaware Place	97th Street	Lakeside Drive	\$ 69,630.00	\$ 1,164,785.00
4	Lakeside	Erie Place	100th Street	101st Place	\$ 40,920.00	\$ 1,205,705.00
4	Lakeside	Lakeside Drive	Delaware Place	5th Street	\$ 92,730.00	\$ 1,298,435.00
4	Lakeside	Lakeside Drive	5th Street	Delaware Place	\$ 33,000.00	\$ 1,331,435.00
4	Laporte/Highway	Libble Road	LaPorte Street	Highway Avenue	\$ 43,890.00	\$ 1,375,325.00

4	Meadows	37th Place	Wildwood Drive	Idlawild Drive	\$ 15,675.00	\$ 1,391,000.00
4	Meadows	Bluebird Lane	Woodward Avenue	Munster/Highland Border	\$ 35,970.00	\$ 1,426,970.00
4	Meadows	Idlawild Drive	37th Place	Martha Street	\$ 29,700.00	\$ 1,456,670.00
4	Meadows	Southmoor Avenue	Martha Street	41st Street	\$ 43,725.00	\$ 1,500,395.00
4	Meadows	Southmoor Avenue	41st Street	Hart Road	\$ 21,790.00	\$ 1,522,175.00
4	Meadows	Waymond Avenue	Martha Street	41st Street	\$ 43,890.00	\$ 1,566,065.00
4	Meadows	Wildwood Drive	37th Place	Martha Street	\$ 30,360.00	\$ 1,596,425.00
4	Meadows	Wildwood Drive	Martha Street	Bluebird Lane	\$ 37,785.00	\$ 1,634,210.00
4	Meadows	Wildwood Drive	Azalea Drive	44th Street	\$ 10,890.00	\$ 1,645,100.00
4	North End	9th Street	Duluth Street	Grand Boulevard	\$ 21,120.00	\$ 1,666,220.00
4	North End	9th Street	Grand Boulevard	Strong Street	\$ 10,890.00	\$ 1,677,110.00
4	North End	9th Street	Strong Street	LaPorte Street	\$ 33,000.00	\$ 1,710,110.00
4	North End	Duluth Street	5th Street	Parrish Avenue	\$ 45,705.00	\$ 1,755,815.00
4	North End	Eder Street	Duluth Street	Parrish Avenue	\$ 42,900.00	\$ 1,798,715.00
4	North End	Johnston Street	Grand Boulevard	LaPorte Street	\$ 43,560.00	\$ 1,842,275.00
4	North End	North Drive	Parrish Avenue	Grace Street	\$ 34,600.00	\$ 1,876,925.00
4	North End	North Drive	Grace Street	Deadend - North	\$ 31,350.00	\$ 1,908,275.00
4	North End	Parrish Avenue	North Drive	Grand Boulevard	\$ 48,180.00	\$ 1,956,455.00
4	North End	Parrish Avenue	Strong Street	LaPorte Street	\$ 58,520.00	\$ 2,014,975.00
4	Pettit Park	Cottage Grove Place	Lincoln Street	Wirth Road	\$ 43,725.00	\$ 2,058,700.00
4	Pettit Park	Lincoln Street	5th Street	Parrish Avenue	\$ 44,550.00	\$ 2,103,250.00
4	Sandalwood	Kleinman Road	Sandalwood Drive	Deadend - North	\$ 13,200.00	\$ 2,116,450.00
4	Sandalwood	Kleinman Road	Sandalwood Drive	Highway Avenue	\$ 28,050.00	\$ 2,144,500.00
4	Sandalwood	Sandalwood Drive	Kleinman Road	Highway Avenue	\$ 41,250.00	\$ 2,185,750.00
4	Southridge	42nd Street	Grace Street	Liabe Road	\$ 43,890.00	\$ 2,229,640.00
4	Southridge	Boulevard Drive	44th Street	44th Street	\$ 49,500.00	\$ 2,279,140.00
4	Southridge	Cottage Grove Avenue	Martha Street	41st Street	\$ 30,525.00	\$ 2,309,665.00
4	Southridge	Cottage Grove Place	Martha Street	41st Street	\$ 29,370.00	\$ 2,339,035.00
4	Southridge	Grace Place	Martha Street	41st Street	\$ 27,060.00	\$ 2,366,095.00
4	Southridge	Grace Street	Wirth Road	Martha Street	\$ 15,345.00	\$ 2,381,440.00
4	Southridge	Grace Street	Martha Street	41st Street	\$ 28,380.00	\$ 2,409,820.00
4	Southridge	Highland Street	Martha Street	O'Day Drive	\$ 17,655.00	\$ 2,427,475.00
4	Southridge	Johnston Street	Martha Street	41st Street	\$ 25,905.00	\$ 2,453,380.00

4	Southridge	LaVerne Drive	Arbor Hill Drive	Liabe Road	\$ 14,850.00	\$ 2,468,230.00
4	Southridge	O'Day Drive	Martha Street	Highland Place	\$ 37,950.00	\$ 2,506,180.00
4	Southridge	Price Place	38th Street	Cline Avenue	\$ 21,780.00	\$ 2,527,960.00
4	Southridge	Wirth Road	Grace Street	Liabe Road	\$ 43,890.00	\$ 2,571,850.00
4	White Oak Estates	Oakwood Court	Timberidge Lane	Deadend	\$ 11,880.00	\$ 2,583,730.00
4	White Oak Estates	Ramblewood Drive	Prairie Avenue	Prairie Avenue	\$ 9,735.00	\$ 2,593,465.00
4	White Oak Estates	Teakwood Lane	Briarwood Lane	Prairie Avenue	\$ 21,615.00	\$ 2,615,080.00
4	White Oak Estates	Timberidge Court	Timberidge Lane	Deadend	\$ 4,785.00	\$ 2,619,865.00
4	White Oak Estates	Timberidge Court	Timberidge Lane	Deadend	\$ 6,270.00	\$ 2,626,135.00
4	White Oak Estates	Timberidge Lane	Prairie Avenue	Timberidge Court	\$ 17,985.00	\$ 2,644,120.00
4	White Oak Estates	Whispering Oaks Court	Prairie Avenue	Deadend - West	\$ 10,725.00	\$ 2,654,845.00
4	White Oak Estates	Wildwood Lane	Birchwood Lane	Ramblewood Drive	\$ 10,560.00	\$ 2,665,405.00
4	Wicker Park Manor	River Drive	Wicker Park Drive	Sycamore Avenue	\$ 31,185.00	\$ 2,696,590.00
Total Rating					\$ 2,696,590.00	

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2. *Discuss the challenge with summer hires for some departments.* The Town Council, the Public Works Director and the Clerk-Treasurer discussed the difficulty that the Parks and Recreation Department and the Public Works Department are experiencing hiring summer workers.

The discussion focused on the suggestion by the departments to increase the hourly wage from the minimum wage of \$7.25 per hour by \$1.00 per hour. The Town Council discussed an increased outreach through the schools to graduating seniors, who would be 18 at the time of hire. There was some deliberation regarding the adequacy of the wage change. The Town Council exhibited a willingness to consider a wage increase as much as \$1.75, bringing the hourly wage to \$9.00 per hour. It was noted that the McDonald's starts workers at, more than the minimum wage.

The Town Council exhibited concern whether the existing budget could support without amendment the suggested increase. The Public Works Director was tasked with conferring with the Parks and Recreation Superintendent, and determine what would be mutually sustainable for both departments. If known in time, the Town Council would be open to considering an ordinance to amend the existing wage and salary ordinance.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, April 01, 2019**, was adjourned at 7:10 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer